

ArcMap - Burning an MXD project and its data to CD or DVD

These instructions are for preparing your data and ArcMap project(s) to write to a CD or DVD. These same steps can be adapted to share data and projects via FTP or when "ZIPping" a project to share.

1. Open the ArcMap project.
2. Go through the table of contents theme by theme and make sure the data is all in the same main directory (same one as the *.mxd project). There can be subdirectories and/or subworkspaces inside of this one directory.
3. Go to File → Map Properties → Data Source Options → and check "Store Relative Path Names"***
4. Go through the layout and make sure all of the inserted pictures (ie tiffs and logos) are embedded into the map file. [right click on the inserted picture and make sure the check box is checked next to "save picture as part of document" under the Picture tab]
5. Go to File → (ArcGIS 8.x) "Page Setup" OR (ArcGIS 9) "Page & Print Setup"
6. In this dialog box, uncheck the following:
(ArcGIS 8.x) "Same as Printer" & "Scale map elements to changes in page size" boxes
OR
(ArcGIS 9) "Use Printer Paper Settings" & "Scale Map Elements proportionally to changes in Page Size"
7. Save and close your project.
8. Burn the directory to your media.
9. TEST!!! on a totally different computer and network.

*** Note: When working with relative pathnames on a CD you must have the same directory structure for your data on the CD as you did on the computer. However, the drive name is not important.

Further Information about this topic can be found in: ArcGIS Desktop Help → Contents tab → ArcMap/Creating maps/Referencing data in a map